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3 JUN 1964

MEMORANDUM FOR: Chiefs of Support, DD/P Staffs and Area Divisions

SUBJECT : Agency Policy for Use and Reimbursement for Official Travel by Personally Owned Vehicle

1. It has come to our attention that different components of the Agency are following different policies concerning reimbursement for certain types of official travel by personally owned vehicle. For the most part, this problem is related to travel by families in conjunction with PCS travel or travel for home leave purposes, and involves the question of when such travel is or is not more advantageous to the Government and when expenses should or should not be constructed against authorized common carrier costs. It would appear that much of the present confusion has resulted from varying interpretations of a 1963 amendment to the Foreign Affairs Manual.

2. In February 1963 the Acting Deputy Director for Support approved a recommendation that the Agency adopt as its policy the following paragraph in the Foreign Affairs Manual:

"...When three or more authorized travelers travel together by privately owned conveyance on a mileage basis, it is hereby determined that such mode of travel is more advantageous to the Government, and the travel expenses involved shall be paid in accordance with SFIR 3.5b(1) and (2), provided that, when a travel authorization specifies a lower mileage rate than that authorized in SFIR 3.5b(1), the provision of the travel authorization shall govern. (For the purposes of this section, two children under 12 years of age shall be considered as one person.)"

3. In May of 1963 the above provision that three or more authorized travelers traveling together constituted the best interests of the Government, was dropped from the Foreign Service Regulations. Certain components interpreted this change to mean that such travel was no longer considered in the best interests of the Government and that the costs of such travel must therefore be limited to those that would have been incurred had the travel been performed by authorized surface common carrier.

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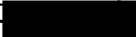
4. We are advised that the Department of State amended their regulations solely for the purpose of making State Department authorizing officials less reliant on a general rule of thumb and more dependent on sound judgment in determining when travel by private conveyance is in the best interests of the Government. In practice, we are advised that they are continuing to authorize the full reimbursement without imposing constructive cost limitations when three or more travelers are involved.

5. No action is being taken to amend the Agency policy approved in February 1963.


Special Support Assistant/DDS

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